

What is Zoning?

Zoning establishes the types of land uses permitted on a specific tract of land. Zoning also sets development standards such as lot area; density; parking and loading requirements; setbacks; landscape and screening requirements; and building height. The City of El Paso currently has 34 zoning districts.

Why do we need zoning and what effect does zoning have on my property?

The purpose of zoning is to protect the public's health, safety, morals and general welfare and is an important tool for implementing the City's long range plans. Property must be zoned for a given use before a building permit is issued, and development plans for the property must comply with the applicable standards for that zoning district.

How do I determine the types of uses permitted on my property?

Contact the Planning, Research & Development Department at (915) 541-4024 to verify the zoning district classification for the property and types of uses that are permitted. If your intended use is not permitted on the property based on its existing zoning, the staff will advise you on the rezoning process and other options (if any) available to you.

How do I apply to change the zoning of my property?

A completed rezoning application, with all required documentation, must be submitted to the Planning, Research & Development Department. The application must contain an original signature of the owner of the property proposed for rezoning.



City of El Paso

LAND DEVELOPMENT INFORMATION SERIES

REZONING PROCESS



Planning, Research &
Development Department

What is the rezoning process?

After acceptance of a completed application, the Planning, Research & Development Department reviews the request; obtains the review and comments from other City departments; schedules the case for public hearing by the City Plan Commission (CPC); obtains a recommendation from the Development Coordinating Committee (DCC); prepares a staff report; and notifies property owners within 300 feet of the proposed rezoning and any appropriate recognized neighborhood associations. In addition, if the property proposed for rezoning is one or more acres in size, a sign must be placed on the property proposed for rezoning by the applicant at least 15 days before the CPC hearing.

CPC holds a public hearing approximately six weeks following the submittal of the application, and votes to approve, approve with modifications, deny, or postpone the rezoning application. A report by the staff is presented, public input is received, and CPC deliberates its findings.

When a recommendation to approve the application is made by CPC, an ordinance will be prepared and forwarded to City Council (CC) for finalization. The final hearing by CC will take place approximately four to five weeks after the CPC hearing. A report is presented by staff with the recommendations of DCC and CPC, public input is received, and CC deliberates its findings, and either approves, approves with modification, denies or postpones the application. Upon finalization, the Planning, Research & Development Department makes the necessary changes to the Official Zoning Map Series of the City.

If an application is denied by CPC, the applicant may file an appeal of the denial action to CC within fifteen days of the CPC hearing. Once an appeal is filed, an ordinance will be prepared and forwarded to CC for finalization in the same manner described above.

What documentation is required to be submitted with an application for rezoning?

- Applicable zoning sheet identifying the property to be rezoned
- For vacant properties, 8 copies of a generalized plot plan
- For developed properties, 8 copies of a detailed site development plan
- A title certificate or proof of ownership
- City Tax Certificate indicating that no tax delinquencies are due
- A sealed metes and bounds survey, if applicable
- Proof of notice sent to any Registered Neighborhood Associations in the Vicinity.

How can the public participate in the rezoning process?
During the public hearings before CPC and CC, the applicant and the public will be afforded an opportunity to present their views on the application. In addition, letters and faxes may be sent to the Planning, Research & Development Department regarding any application. Letters should be addressed to the *City Plan Commission (c/o Planning, Research & Development Department, 2nd Floor, City Hall, 2 Civic Center Plaza, El Paso TX 79901-1196)* and faxes should be sent to (915) 541-4028. The letter or fax must state the case number, your name and address, and your position.

How long does the rezoning process take?

A rezoning application, from submission to finalization, takes approximately ten to twelve weeks. Incomplete applications and unique circumstances or factors may increase the processing time.

What is the application fee?

The application fee is set by resolution of CC. It appears on the application and is non-refundable upon payment.

Rezoning Process

